



**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' REGULAR MEETING**
Minutes of March 18, 2021

This meeting was held virtually pursuant to the virtual meeting protocols as outlined in the President's Declaration of April 6, 2020.

1. 4:00 PM OPEN SESSION / CALL TO ORDER / FLAG SALUTE

President Capps called the meeting to order at 4:00 pm and led the flag salute.

2. ROLL CALL

Secretary Gelos called the roll. All Directors were present.

Staff present: General Manager Scott Duffield, Office Supervisor/Board Secretary Kristen Gelos, District Engineer Steve Tanaka, District legal counsel Jeff Minnerly and Jennifer Blackburn.

3. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

No comments

4. CONSENT ITEMS

- a. **Meeting Minutes:** Receive/approve minutes of regular meeting of February 18, 2021.
- b. **Warrant Register:** Receive/approve February 2021 warrants.
- c. **Treasurer's Report:** Receive/file February 2021 report.
- d. **Fiscal Report:** Receive/file February 2021 status report.

Director Barker made a motion to approve all consent items as presented. Director Cousineau seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

5. DISCUSSION ITEMS

- a. **Submittal for approval Resolution 21-01 Initiating Proceedings and Establishing of Water and Sewer Standby Charges for Property within the District for Fiscal Year 2021/22.**

Manager Duffield provided a brief summary of the item and answered any questions the board had.

Director Barker made a motion to approve Resolution 21-01. Director Rowley seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

b. Submittal for approval Resolution No. 21-02 appointing Michael P. Wilcox interim Operations Manager as a CalPERS retired annuitant pursuant to Government Code Section 21221(h).

Manager Duffield provided a brief summary of the item and answered any questions the board had.

Director Cousineau made a motion to approve Resolution 21-02. Director Burgess seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

c. Request to receive the Wastewater Treatment Plant Improvements Preliminary Engineering Memorandum dated March 5, 2021 and authorize the General Manager to pursue a Wastewater Treatment Plant project based on Alternative 3B, a membrane bioreactor packaged wastewater treatment plant.

Eileen Shields of MKN provided a power-point presentation of the Wastewater Treatment Plant Improvements Preliminary Engineering Memorandum and answered any questions the board had.

Director Capps made a motion to authorize the General Manager to pursue a Wastewater Treatment Plant project. Director Rowley seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Capps, Cousineau, Rowley

Nays: Burgess

d. Request to receive and file Photovoltaic System Project updates.

Manager Duffield provided a power-point presentation with updates on the project and answered any questions the board had.

The report was received and filed.

6. MANAGER'S REPORT

Manager Duffield provided a brief summary of the item and answered any questions the board had.

The report was received and filed.

7. STAFF REPORTS

The report was received and filed.

8. COMMITTEE AND DIRECTOR REPORTS

Director Barker asked about when Board meetings could get back to onsite. The Board would like to add this topic as a discussion item on the next meeting's Agenda.

9. ADJOURNMENT

On a motion by Director Barker and seconded by Director Rowley, the meeting adjourned at 5:36 pm to the next scheduled regular meeting on Thursday, April 15, 2021.

APPROVED:


Devin Capps (Apr 14, 2021 17:49 PDT)

Devin Capps, President
Board of Directors

ATTEST:



Kristen Gelos, Secretary
Board of Directors

03.18.21-Minutes

Final Audit Report

2021-04-30

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